



Griffin Accounting®

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To our clients during this Corona virus outbreak 2020

We understand that many people are concerned for their safety as well as the well being of others, we are here to assist you with your tax preparation in whatever manner we can.

We are still available for a “face to face” by appointment only.

For your health and safety; IF YOU CHOOSE an alternate method we have a “drop off” method available.

We will call you with any questions we might need to finalize your return over the phone.

See the form “Drop Off Questionnaire”

NOTE: For your security, we will **never** ask for social security numbers or bank account numbers over the phone!

Our options include:

1. Physically bring your information to the office. We will remain open, 9-9, Mon – Sat.
2. Mail: Priority Mail or Certified Mail.
3. Fax: (810) 385-9407
4. Email your information to your preparer; your preparer e-mails are inside your last year folder.
5. **COMING SOON**, we are implementing a new secure **CLIENT PORTAL** to sign in and send documents.
Please call the office to get instructions on how to use the portal.
6. To make it fast and easy. Download the “to drop off questionnaire” paper work, fill it out before coming; attach it to your paperwork.

Thank you for your patience in this time of trial, for all of us,

Terrence Griffin

Enrolled Agent

Griffin Accounting®

Remember, It's your money, NOT the IRS®